

RECORD OF ENLISTED PERFORMANCE QUALIFICATIONS AVIATION MAINTENANCE TECHNICIAN (AMT)

INSTRUCTIONS

Record of Enlisted Performance Qualifications (EPQ) shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for the next higher pay grade to be eligible for advancement. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed by a designated supervisor (E-5 or above) at least one pay grade higher than the student and preferably of the same occupational specialty. Form CG-3303C becomes official documentation to be kept in the member's Personnel Data Record (PDR) denoting eligibility for administration of the rating End of Course Test (EOCT) and, if applicable, participation in a Service Wide Exam competition (SWE). Some EPQ include Supervisory Guidelines (SupGuide) which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that although demonstration and sign-off of any new EPQ at or below the current pay grade is not required, the EPQ will be used to develop course materials and SWE questions. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade for their specific rating to facilitate the mentoring of junior personnel.

Performance Qualifications numbering system: Example **5.A.01**

- The number **5** indicates an E-5 level qualification requirement.
- The letter **A** indicates the subject section within the qualification requirements.
- The sequence number **01** indicates the 1st qualification within the subject section.

Rating courses are developed using reference material denoting official policy and/or technical standards. Reference material is generally incorporated into lessons at an adequate level to complete the course. If more guidance is required, or should further study be desired, reference material is available online through the Coast Guard Directives System at the CG-Central website, Resources tab, located at <http://cgcentral.uscg.mil>. Other reference material supporting the EPQ may also be obtained from the unit's library, TRACEN course writers, CG Institute, or other government sources. A reference material list is located at the end of this document. If any reference material is found to be in contradiction the cited Coast Guard reference shall take precedence.

The Rating Force Master Chief of this occupational specialty is the primary proprietor of these EPQ. The most up to date EPQ revisions are available digitally from the CG Learning Portal at <http://learning.uscg.mil> or through the CG-Central website, My Workspace : Career Management : Enlisted : My Ratings : Advancement, located at <http://cgcentral.uscg.mil>. EPQ paper copies are also available from the unit's Education Services Officer (ESO) or Career Development Advisor (CDA).

If members have completed tasks on the previous edition of the EPQ that cross-reference then supervisor signatures should be transferred for those completed tasks to this new edition.

SUMMARY OF CHANGES: Common aviation qualifications among AET, AMT and AST now standardized.

RATING AVIATION MAINTENANCE TECHNICIAN (Effective for 2008 SWE cycle)		ABBREVIATION AMT
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6
E-7	E-8	E-9
NAME <i>(Last, First, Middle Initial)</i>		EMPLID NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Date: _____

I certify that the person named below has satisfactorily completed all rate related course work and Enlisted Performance Qualifications (EPQ) for pay grade E-_____ and is eligible to take the end of course test (EOCT).

Shop Chief / Division Officer
 (Printed Name & Signature)

NAME *(Last, First, Middle Initial)***EMPLID NUMBER**

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>A. Aviation Administration and Management</p> <p>Common EPQ:</p> <p>5.A.01c COMPLETE the requirements of Basic Aircrewman as per the Coast Guard Air Operations Manual, COMDTINST M3710 (series) and the Personnel Manual, COMDTINST M1000.6 (series).</p> <p>5.A.02c PROCESS aviation materiel by requisitioning, handling, and disposing of aircraft parts, tools, and consumables as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), and the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110 .</p> <p>5.A.03c SUBMIT aircraft publication change requests as per Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Technical Information Management and Ordering System (TIMOS) User Process Guide/User Manual, CGTO PG-85-00-50, and the CG-22 Tracking System Process Guide/User Manual, CGTO PG-85-00-20.</p> <p>5.A.04c PREPARE an Unsatisfactory Report (UR) of Aeronautical Equipment form CG-4010 as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the Unsatisfactory Report (UR) of Aeronautical Equipment Process Guide (CG-4010), CGTO PG-85-00-130.</p> <p>7.A.01c MANAGE maintenance control, personnel and resources to meet operational commitments IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series).</p> <p>SupGuide: <i>The intent is for the Petty Officer to demonstrate the ability to perform the responsibilities of the maintenance manager but not necessarily be assigned to the position.</i></p> <p>Note: <i>This performance qualification shall be signed off by the Aviation Engineering Officer or the Aviation Maintenance Officer.</i></p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>8.A.01c MANAGE unit Hazardous Duty Incentive Pay (HDIP) and Special Duty Assignment Pay (SDAP) programs as per the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series), the Special Duty Assignment Pay (SDAP) Manual, COMDTINST 1430.1 (series), and the U.S. Coast Guard Pay Manual, COMDTINST 7220.29.</p> <p><i>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</i></p> <p>8.A.02c MANAGE unit Aviation Engineering Department personnel to ensure all shops, maintenance shifts, and duty sections are staffed as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Staffing Standards Manual, COMDTINST M5312.11 (series) and local directives.</p> <p><i>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Leading Chief Petty Officer.</i></p> <p>8.A.03c MANAGE Unit Aviation Enlisted Assignment Process as per the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Personnel Center (CGPC) Directives.</p> <p><i>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</i></p> <p>8.A.04c MANAGE unit Airman Program as per Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p><i>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</i></p> <p>8.A.05c MANAGE unit personnel Competency Codes as per the Competency Management System Manual, COMDTINST M5300.2 (series).</p> <p><i>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</i></p>		
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<p>B. Aircraft Maintenance</p> <p>Common EPQ:</p> <p>4.B.01c DOCUMENT aircraft servicing, aircraft discrepancies and appropriate corrective actions as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110.</p> <p>4.B.02c DOCUMENT scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System (ACMS) as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110.</p> <p>4.B.03c INSPECT the following aircraft systems as per the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Flight Controls • Power Plants • Power Train • Aircraft Structures • Electrical • Hydraulics • Fuel • Environmental Control • Life Support • Fire Protection/Detection <p>SupGuide: <i>Have a basic understanding of aircraft system operation to assist in aircraft maintenance. Utilize standard maintenance practices and appropriate safety procedures.</i></p>		
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<p>6.B.01c SCHEDULE aircraft and shop maintenance utilizing aircraft records and reports as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the ACMS Users Guide, CGTO PG-85-00-10.</p> <p>7.B.01c VALIDATE completed maintenance forms, reports and instructions for compliance as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), , the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the ACMS Users Guide, CGTO PG-85-00-10.</p> <p>AMT Specific EPQ:</p> <p>4.B.01 INSPECT aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics General Handbook AC65-9A, Airframe & Powerplant Mechanics Powerplant Handbook AC 65-12A.</p> <p>4.B.02 INSPECT aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts) IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Powerplant Handbook AC65-12A, Acceptable Methods, Techniques, & Practices AC43-13-1B.</p> <p>4.B.03 INSPECT aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>4.B.04 INSPECT aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Powerplant Handbook AC65-12A, Acceptable Methods, Techniques, & Practices AC43-13-1B.</p>		
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<p>4.B.05 INSPECT aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Powerplant Handbook AC 65-12A.</p> <p>4.B.06 INSPECT aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics General Handbook AC 65-9A.</p> <p>4.B.07 INSPECT aircraft bleed air systems (engine start, pressurization, anti-ice and de-ice) IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Powerplant Handbook AC65-12A.</p> <p>4.B.08 INSPECT aircraft environmental control systems (cabin heating, cooling and pressurization) IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Airframe Handbook AC65-15A.</p> <p>4.B.09 INSPECT aircraft fire protection systems (detection and extinguishing) IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Powerplant Handbook AC65-12A, Airframe & Powerplant Mechanics Airframe Handbook AC65-15A.</p> <p>4.B.10 INSPECT aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Airframe Handbook AC65-15A.</p> <p>4.B.11 INSPECT aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Airframe Handbook AC65-15A, Acceptable Methods, Techniques, & Practices AC43-13-1B.</p> <p>4.B.12 INSPECT aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS), Airframe & Powerplant Mechanics Airframe Handbook AC65-15A, Acceptable Methods, Techniques, & Practices AC43-13-1B.</p> <p>4.B.13 INSPECT helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS), Acceptable Methods, Techniques, & Practices AC 43-13-1B.</p>		
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<p>4.B.14 INSPECT cartridge activated devices (CAD) IAW the Aviation Computerized Maintenance System (ACMS) and Technical Manual for Cartridge and Propellant Actuated Devices NAVAIR 11-100-1.1CD.</p> <p>4.B.15 INSPECT aircraft structures IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and AFTO 1-1A-1, General Manual for Structural Repair, and NAVAIR 01-1A-509, Acceptable Methods, Techniques, & Practices AC 43-13-1B.</p> <p>4.B.16 INSPECT aircraft systems to isolate faults using a wiring diagram and multi-meter IAW Airframe & Powerplant Mechanics General Handbook AC65-9A, NAVEDTRA 14318 (chapters 5 & 6).</p> <p>5.B.01 MAINTAIN aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.02 MAINTAIN aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.03 MAINTAIN aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.04 MAINTAIN aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.05 MAINTAIN aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.06 MAINTAIN aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.07 MAINTAIN aircraft bleed air systems (engine start, pressurization, anti-ice and de-ice) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.08 MAINTAIN aircraft environmental control systems (cabin heating, cooling and pressurization) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.09 MAINTAIN aircraft fire protection systems (detection and extinguishing) IAW the Aviation Computerized Maintenance System (ACMS).</p>		
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<p>5.B.10 MAINTAIN aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.11 MAINTAIN aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.12 MAINTAIN aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.13 MAINTAIN helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.B.14 REPAIR aircraft structural damage (cracks, corrosion, and impact damage) IAW the Aviation Computerized Maintenance System (ACMS), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), General Manual for Structural Repair, AFTO 1-1A-1 and Aircraft Weapons Systems Cleaning and Corrosion Control Manual, AFTO 01-1A-509.</p> <p>5.B.15 REPLACE a windshield IAW the Aviation Computerized Maintenance System (ACMS), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), General Manual for Structural Repair, AFTO 1-1A-1.</p> <p>6.B.01 TROUBLESHOOT aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.02 TROUBLESHOOT aircraft power train systems (propellers, gearboxes, rotor assemblies, and drive shafts) IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.03 TROUBLESHOOT aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.04 TROUBLESHOOT aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p>		
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<p>6.B.05 TROUBLESHOOT aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.06 TROUBLESHOOT aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.07 TROUBLESHOOT aircraft bleed air systems (engine start, pressurization, anti-ice and de-ice) IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.08 TROUBLESHOOT aircraft environmental control systems (cabin heating, cooling and pressurization) IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.09 TROUBLESHOOT aircraft fire protection systems (detection and extinguishing) IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.10 TROUBLESHOOT aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.11 TROUBLESHOOT aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.12 TROUBLESHOOT aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.13 TROUBLESHOOT helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.14 SUBMIT a repair scheme for major aircraft structural damage (corrosion, cracks, and impact damage) IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>6.B.15 EVALUATE vibration analysis data IAW the Aviation Computerized Maintenance System (ACMS).</p>		
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<p>C. Shop Maintenance</p> <p>Common EPQ:</p> <p>4.C.01c DEMONSTRATE procedures for the handling and disposal of hazardous material generated by aircraft maintenance as per the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, the Aircraft Computerized Maintenance System (ACMS), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), the Hazardous Waste Management Manual, COMDINST M16478.1 (series) and applicable Material Safety Data Sheets (MSDS).</p> <p>5.C.01c PRESERVE aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the Aviation Computerized Maintenance System (ACMS).</p> <p>5.C.02c DE-PRESERVE aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the Aviation Computerized Maintenance System (ACMS).</p> <p>AMT Specific EPQ:</p> <p>4.C.01 FABRICATE the following aircraft structural metal patches under direct supervision IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and AFTO 1-1A-1, General Manual for Structural Repair, Acceptable Methods, Techniques, & Practices AC 43-13-1B:</p> <ul style="list-style-type: none"> • Doublers • Lap • Flush <p>4.C.02 APPLY aircraft paint under direct supervision IAW the Organic Coatings Manual, AFTO 1-1-8 and the Aircraft Weapons Cleaning and Corrosion Control Manual, AFTO 01-1A-509, Airframe & Powerplant Mechanics Airframe Handbook AC 65-15A.</p>		
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<p>4.C.03 REPAIR aircraft composite components under direct supervision IAW the General Advanced Composite Repair Process Manual, AFTO 1-1-690, Acceptable Methods, Techniques, & Practices AC 43-13-1B.</p> <p>4.C.04 INSPECT aircraft components for defects utilizing the liquid penetrate inspection method IAW the Nondestructive Inspection Methods Manual, AFTO 33B-1-1, Acceptable Methods, Techniques, & Practices AC 43-13-1B.</p> <p>4.C.05 BUILD UP aircraft tire and wheel assemblies under direct supervision IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications, Acceptable Methods, Techniques, & Practices AC 43-13-1B.</p> <p>5.C.01 EVALUATE aircraft engine internal components under minimal supervision IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>5.C.02 BUILD UP an engine (QEC) for installation under minimal supervision IAW the Aviation Computerized Maintenance System (ACMS), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p>		
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<p>D. Line Crew</p> <p>Common EPQ:</p> <p>4.D.01c INSPECT aircraft ground support equipment IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, and the Aeronautical Support Equipment Process Guide, CGTO PG-85-00-150</p> <p>4.D.02c PERFORM the following line crew duties IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110 and local instructions:</p> <ul style="list-style-type: none"> • Aircraft ground handling • Aircraft Jacking/lifting • Aircraft Taxi Director • Aircraft Fireguard • Aircraft fueling/de-fueling • Aircraft fuel sampling • Aircraft wash operations • Aircraft engine wash operations • Aircraft external electric power operations <p>6.D.01c SUPERVISE the aviation engineering duty section as the Watch Captain IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series),), the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110, the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), and The Coast Guard Organization Manual, COMDTINST M5400.7 (series).</p> <p>Note: <i>This performance qualification shall be signed off by the Leading Chief Petty Officer.</i></p> <p>-- END of EPQ --</p>		
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<p style="text-align: center;"><u>GLOSSARY</u></p> <p>APPLY: To put on. To use practically. To concentrate.</p> <p>BUILD UP: To construct by combining or assembling.</p> <p>COMPLETE: To bring to an end and especially into a perfected state. Follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>DEMONSTRATE: To show the operation or working of. To explain by using examples, experiments, or action. To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Example: Cardio-Pulmonary Resuscitation).</p> <p>DOCUMENT: To record accurate and precise information (via hand writing or electronic means) in order to preserve historical data.</p> <p>DE-PRESERVE: To remove preservation materials from shipped and stored supplies and equipment, and inspect for serviceability.</p> <p>EVALUATE: To determine the significance or worth of, usually by careful appraisal and study. Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.</p> <p>FABRICATE: To invent, create, produce or construct from diverse and usually standardized parts.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements. (With direct supervision)</p> <p>MAINTAIN: To preserve, test, and keep in good repair. Activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative. The care and work put into property/equipment to keep it operating and productive; general repair and up keep. To keep logs, and records up to date. (With minimum supervision)</p>		
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<p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PERFORM: To carry out an action or pattern of behavior.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>PRESERVE: To protect supplies and equipment against deterioration and damage during shipment and storage.</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end.</p> <p>REPAIR: To return to airworthy status.</p> <p>REPLACE: To remove a component and install a substitute in its place.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SCHEDULE: To appoint, assign, or designate for a fixed time. To develop a plan, based on time, for allocating resources, people and equipment. And scheduling deadline to accomplish assigned tasks.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>SUPERVISE: To oversee. To critically watch, motivate and direct the activities of subordinates.</p> <p>TROUBLESHOOT: To locate the source of trouble in equipment, systems or operations. The process of diagnosing, locating and repairing faults in equipment by means of systematic checking or analysis and then affecting repair. (Without supervision)</p> <p>VALIDATE: To substantiate accuracy by comparison or investigation. Determine if information contained in records or developed standards is accurate and applicable to current organization.</p>		
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<p>REFERENCE MATERIAL (hyperlinks provided where available)</p> <p>Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)</p> <p>Aircraft Weapons Systems Cleaning and Corrosion Control Manual, AFTO 01-1A-509</p> <p>Air Shipping of Hazardous Material, AFJMAN 24-204</p> <p>Aviation Computerized Maintenance System (ACMS)</p> <p>Aviation Hydraulic Manual NAVAIR 01-1A-17</p> <p>Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)</p> <p>Coast Guard Personnel Center (CGPC) Directives</p> <p>Competency Management System Manual, COMDTINST M5300.2 (series)</p> <p>General Advanced Composite Repair Process Manual, AFTO 1-1-690</p> <p>General Manual for Structural Repair, AFTO 1-1A-1</p> <p>Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series)</p> <p>Material Safety Data Sheets (MSDS)</p> <p>Nondestructive Inspection Methods Manual, AFTO 33B-1-1</p> <p>Organic Coatings Manual, AFTO 1-1-8</p> <p>Personnel Manual, COMDTINST M1000.6 (series)</p> <p>Safety and Environmental Health Manual, COMDTINST M5100.47 (series)</p> <p>Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series)</p> <p>Staffing Standards Manual, COMDTINST M5312.11 (series)</p> <p>The Coast Guard Organization Manual, COMDTINST M5400.7 (series)</p>		
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<p>REFERENCE MATERIAL (continued)</p> <p>Acceptable Methods, Techniques, & Practices - A/C Inspection, AC 43-13-1B</p> <p>Airframe & Powerplant Mechanics General Handbook, AC 65-9A</p> <p>Airframe & Powerplant Mechanics Powerplant Handbook, AC 65-12A</p> <p>Airframe & Powerplant Mechanics Airframe Handbook, AC 65-15A</p>		
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